

KC Free Eye Clinic: Off Site Eye Clinic Partner Agency Agreement

This agreement is effective on the date of the last signature by KCFEC and the named Agency Partner (also referred to as the Partner).

Introduction and Purpose

KCFEC is an independent 501c3 nonprofit eye clinic, providing basic vision care for homeless and low income adults and families in the KC metro area.

KCFEC operates as a traditional brick and mortar eye clinic and performs services at scheduled, off site clinics, bringing care directly to those who need it. KCFEC partners with local organizations and schools to create an expanding network of community outreach locations.

KCFEC wants to partner with **RAYTOWN SCHOOL DISTRICT / RAYTOWN QUALITY SCHOOLS** to offer eye exams and glasses to individuals served at **RAYTOWN SCHOOL DISTRICT / RAYTOWN QUALITY SCHOOLS**.

Agreement

1. Goal and Scope

a. **The goal of KCFEC** is to assist those in our community who need vision care, but do not have access through traditional eye care options.

b. Scope of Services

- i. **Examination:** KCFEC will conduct full dilated eye exams for all patients. Exams include visual acuity measurements, refractive error, intraocular pressure, slit-lamp exam, etc. Exams will screen for common eye disease such as cataracts, glaucoma, macular degeneration, as well as ocular complications related to hypertension, diabetes, etc. KCFEC will fit patients with necessary glasses - either single vision, lined bifocal, or for reading. KCFEC does not provide contact lens exams or contact lenses.
- ii. **After Examination:** KCFEC will give patients access to their exam record and glasses prescription. KCFEC will also provide information and referral options for seeking further care for suspected eye disease.

2. KCFEC Responsibilities

- a. KCFEC will work with the Partner to set mutually agreeable dates for KCFEC to see patients either at KCFEC's primary clinic or as an off site clinic at locations operated by the Partner (defined as a "clinic day")
- b. Once the Partner has confirmed at least the minimum number of participants, KCFEC will ensure the off-site clinic is available and equipped to see patients during the clinic day.
- c. KCFEC will staff the off site clinic with all clinical positions necessary (optometrist, technician, optician)
- d. KCFEC will work with the Partner to identify resources available to patients needing further care

3. Agency Partner Responsibilities

- a. Agency will identify and invite community members to receive vision care during a clinic day.
- b. Patients must meet the following criteria
 - i. Perceived need for vision care including blurry vision, worsening vision, eye injury, diabetes, family history of eye disease, or other vision concern
 - ii. Homeless, low-income, or uninsured
 - iii. Adults or children over 5 with guardian consent
- c. Prior to Clinic Day, the Partner will collect consent forms for minor patients. KCFEC will supply blank consent forms to be sent to parents/guardians and can only conduct services for minors who have completed forms.
- d. The Partner will identify patients needing translation and will provide translators as needed to ensure clear communication between patient and KCFEC staff.

4. Expenses and Space

- a. Expenses: Each party will be responsible for its own expenses and costs associated with a clinic day.
- b. Space: Agency will provide KCFEC space reasonably necessary to perform services and will make utility services reasonably available. Agency will ensure access to high-speed internet.

5. Health Records

- a. KCFEC will maintain confidential health records of patients. Records may be shared with Agency for treatment and referral assistance with patient consent and in alignment with HIPAA

6. Insurance


- a. Each party will maintain appropriate insurance, licensure, and compliance with regulatory authorities.
- b. The parties will not sue each other for breach of this agreement.

7. Promotion

- a. Advertising: the parties will consult and agree before printing/distribution clinic day promotional materials.
- b. Marketing: the parties will coordinate marketing efforts related to a clinic day.

8. Misc.

- a. **Compliance with laws:** the parties will perform services according to applicable laws, standards, and rules governing the practice of medicine and law.
- b. **Amendments:** this agreement may be amended or modified with written agreement from both parties.
- c. **Licensure:** All persons working in the off site clinic will be properly trained and (as applicable) licensed to meet their duties. Each person will maintain all applicable licenses, registrations, and certifications in good standing.

Signature:  Date: 12/22/2022
 Birju Solanki, Executive Director, The Kansas City Free Eye Clinic

Signature: _____ Date: _____

Name of Representative: _____, Title: _____

Agency Partner Name: _____